

G.12023/7/2012-Gen  
Government of India  
Ministry of Drinking Water and Sanitation

8<sup>th</sup> Floor, Paryavarn Bhawan,  
CGO Complex, Lodhi Road,  
New Delhi-110003  
Dated 5<sup>th</sup> December, 2012

TENDER NOTICE

To

**Subject:** Quotations for making arrangement for a two-day National Consultation with State Ministers and Principal Secretaries/Secretaries in charge of Rural Sanitation on implementation of Nirmal Bharat Abhiyan to be held on 20<sup>th</sup> and 21<sup>st</sup> December, 2012 at Auditorium Hall in SCOPE Engagement of Event Manager for logistic arrangements.

Sir,

I am directed to invite the sealed tender for engagement of a two-day National Consultation with State Ministers and Principal Secretaries/Secretaries in charge of Rural Sanitation on implementation of Nirmal Bharat Abhiyan to be held on 20<sup>th</sup> and 21<sup>st</sup> December, 2012 at Auditorium Hall in SCOPE in which 250 and 200 participants are expected to take part. The event manager have to make the following arrangement on behalf of this Ministry.

Sl. No.	Particulars	Size/Quantity
1.	Backdrop in Auditorium	1 No
2.	Podium Logo	1 No
3.	Welcome Panel	4
4.	Direction Pane	4
5.	Alighting Panel	1
6.	Registration Panel	1
7.	Still Photography (full day 100 photo with Album+ CD	2 days
8.	Videography for full event	1 days
9.	Name Plate (States & Head Table) for Dais and states	100
10.	Pen (Good Quality)	300
11.	Slip Pad (printed)	300
12.	Good Quality Conference Folder/Bag	300
13.	Hostesses (ushers )	8
14.	Name Badges	400
15.	Plasma Screen 42" 2Nos.	2days
16.	Recoding Audio full day	2days
17.	Audio cassettes	10

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18.	LCD Projector + Screen (3500 lumenus) 2 Nos.	2days
19.	Collator 2 Nos..	2days
20.	Switcher 2Nos.	2days
21.	Splitter 2Nos.	2days
22.	Flower arrangements for dais and two bucket 3 Nos. (each days)	2 days
23.	Lapto 2 Nos.	2days
24.	Computer with laser printer	2days
25.	Heavy duty Photo copy Machine with operator	2days
26.	Pointer 4 Nos.	2days
27.	Internet Data Cards 2 Nos.	2 days
28.	Vehicle 6	2days

2. All the interested firms which have experience for organizing conferences/meetings for Government of India (Secretary/Minister level Conference), are requested to quote their rates for various items from 1 to 27- in the enclosed Annexure on or before 13.12.2012 by 3.00 p.m. in the room of the Under Secretary (Admn.) at 8<sup>th</sup> floor, Paryavaran Bhawan, CGO Complex, New Delhi. The tender will be opened on the same day at 4.00 p.m. in the presence of tenderers or their representative who may wish to participate.

3. Ministry has right to increase or decrease any items according to the requirement by 25% of tender quantity or to required any unlisted items insistently to be urgency.

4. The Earnest Money Deposit (EMD) of ₹ 10,000/- (Rupee ten thousand only) may be enclosed in the form of Demand Draft in favour of the P&AO, Ministry of Drinking Water and Sanitation, New Delhi. No tender will be accepted without EMD.

5. It is reiterated that only the firms which have experience in this field particularly Government of India meeting/conference hold should quote their rates. The details of the past experience with proof of satisfactory completion of the work may invariably be enclosed with tender.

Yours faithfully

  
(K. Narayana Reddy)

Under Secretary to the Govt. of India  
Tel: 24368612

Copy to Tech. Director (NIC) M/o DW&S for hosting on the website of the Ministry of Finance (e-procure.govt.in) and Ministry's website (ddws.gov.in)

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Ministry of Drinking Water and Sanitation

Two-day National Consultation with State Ministers and Principal Secretaries/Secretaries in charge of Rural Sanitation on implementation of Nirmal Bharat Abhiyan to be held on 20<sup>th</sup> and 21<sup>st</sup> December, 2012 at Auditorium Hall in SCOPE

Sl. No.	Particulars	Quantity	Rate	Total
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2.	Podium Logo	1 No		
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25.	Heavy duty Photo copy Machine with operator	2days		
26.	Pointer 4 Nos.	2days		
27.	Internet Data Cards 2 Nos.	2 days		

Signature  
Address of the firm  
Telephone No.

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